

CIG ADMINISTRATIVE INSTRUCTIONS

UNCLASSIFIED

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

File

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

30 June 1948

SUBJECT: Basis for Personnel Actions

STATINTL

1. It is my desire that each Assistant Director and Staff Chief assume personal responsibility to insure against any personnel actions affecting individuals under their supervision which are not based purely on relative merit.

2. I have already emphasized, in Administrative Instruction No. [REDACTED] the importance of relative merit in connection with promotions. I desire, however, that emphasis on merit extend throughout all matters, including procurement, assignments to duty, work allocations, leave determinations, etc.

3. Merit shall be considered as including:

- Demonstrated ability
- Industry
- Personal integrity
- Loyalty
- Comparative length of service
- Promptness of action
- Comparative general efficiency

4. In order to insure adequate compliance with this policy, it will be incumbent upon each Assistant Director and Staff Chief to become so thoroughly familiar with the personnel of his organization and their utilization that he will be able to recognize any contrary tendency and take appropriate action immediately.

STATINTL

[REDACTED]
R. H. HILLENKOTTER
Rear Admiral, USN
Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

*revised by
AI 8/17/48*

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Director of Central Intelligence

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4 February 1947

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS
ASSISTANT DIRECTOR FOR OPERATIONS
ASSISTANT DIRECTOR FOR REPORTS AND ESTIMATES
ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION
CHIEF, INTERDEPARTMENTAL COORDINATING AND PLANNING STAFF

SUBJECT: Policy for Governing Classification of Positions in CIG

1. The following policy has been proposed to, and approved by, the Deputy Director of Central Intelligence in connection with establishing firm classifications of positions in CIG:

- a. An extensive program of position classification and reclassification is now under way in CIG, which will involve two major problems:
 - (1) Establishment of positions with the Civil Service Commission which have previously been handled on a special basis, without formal classification.
 - (2) Reclassification of positions previously established with the Civil Service Commission prior to development of current CIG organizational structure and operating policies.
- b. As formal classifications are established on a current basis, downgrading problems will develop for three categories of individuals:
 - (1) Those whose positions now have a formal Civil Service Commission classification at a higher grade than will be authorized upon resurvey.
 - (2) Those whose positions have been established by CIG, under special circumstances, at a higher grade than will be authorized by the Civil Service Commission when presented for formal approval.
 - (3) Those who have been hired at the top pay rate of a lower grade than the position held in another Government agency at time of transfer.
- c. A further problem will arise when all positions have been formally established with the Civil Service Commission involving pay rates for individuals who may be later transferred from other Government departments to CIG positions in lower grade classifications than those held in the department from which transferred.
- d. The CIG policy covering employment and reclassification of individuals for positions newly established or reclassified by the Civil Service Commission will be:

- (1) Newly employed individuals from other than Government agencies will enter on duty at the base pay rate of the grade and position for which employed.
 - (2) Individuals who have been employed previously under special circumstances to fill positions not yet established with the Civil Service Commission will be regraded, if change of pay rate is involved, to the base pay rate of the grade and position established by the Civil Service Commission.
 - (3) Individuals who hold positions previously classified by the Civil Service Commission at a higher grade than authorized upon resurvey will be downgraded to the newly established grade. Pay rates in the lower grade may be at any authorized within-grade level recommended by the using activity.
 - (4) Policy stated in (3) above will also govern pay rates of those individuals previously or later transferred from another Government agency where they have held higher grades than those to which transferred in CIG.
 - (5) Nothing contained in this policy shall be in conflict with established rules or regulations pertaining to rates of pay.
- e. In emergency cases involving very special circumstances, recommendations may be submitted to the Executive Director, through the Chief, Personnel Division, P & A Branch, for exceptions to the policy stated in Paragraph d(2) above.
 - f. The employment of any individual in any temporary position for the purpose of establishing a higher rate of pay and later transfer to a lower grade position for permanent assignment is prohibited. The Advisor for Management will make periodic checks to insure compliance with this provision.
2. This information is forwarded to you in order that every possible assistance may be given to the Personnel Division when problems of the nature mentioned herein arise in your Office.

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Executive for Personnel and Administration

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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